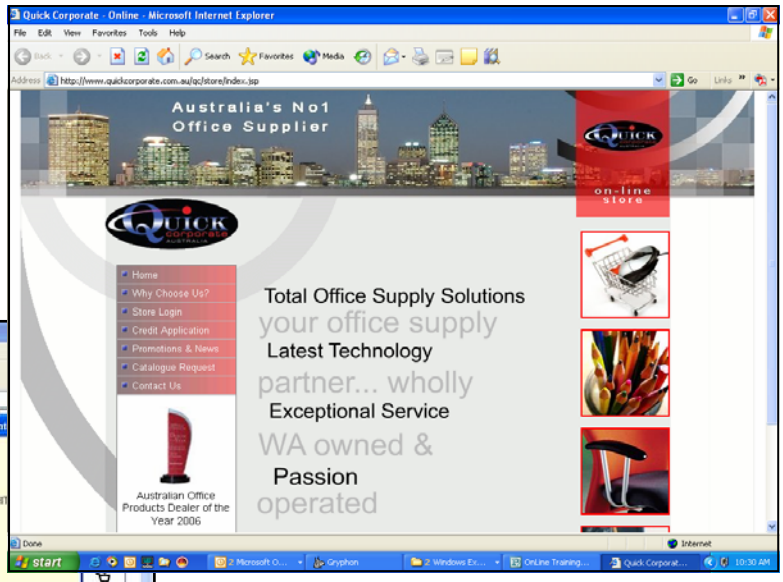
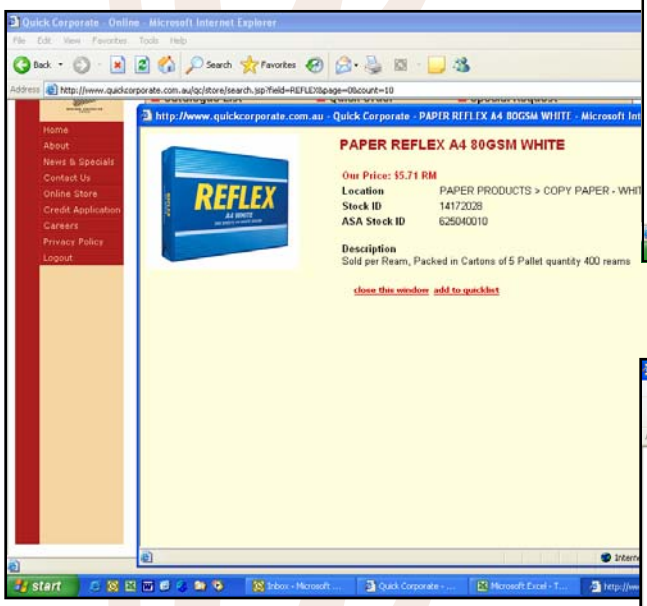
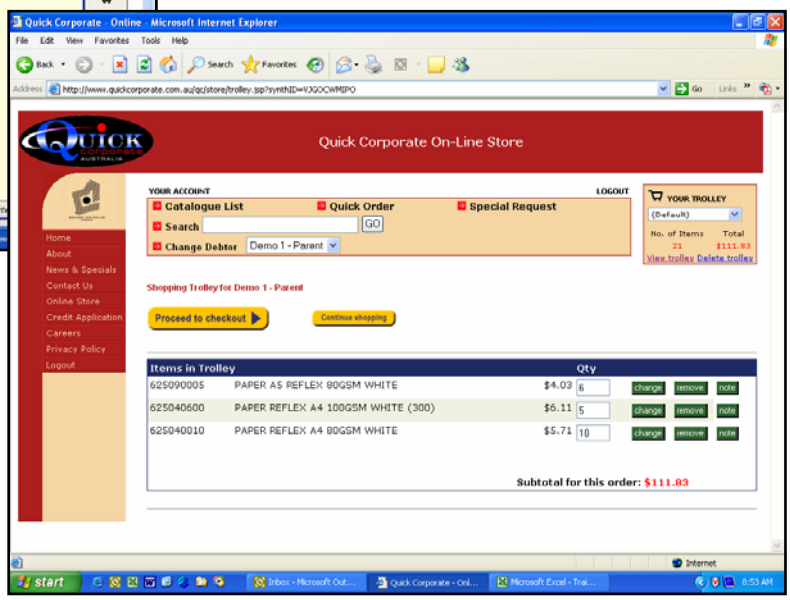
63 Belmont Avenue
Belmont WA 6104
Telephone : 1300 139 388
Facsimile : 1300 139 488

On-Line Store Training Manual




PAPER REFLEX A4 80GSM WHITE
Our Price: $5.71 RM
Location PAPER PRODUCTS > COPY PAPER - WHI
Stock ID 14172028
ASA Stock ID 625040010
Description
Sold per Ream, Packed in Cartons of 5 Pallet quantity 400 reams
close this window add to quicklist



www.quickcorporate.com.au

Help Line websupport@quickcorporate.com.au

Version 3.4

"Welcome"

Welcome to Quick Corporate Australia's On-line Store

We have developed this on-line ordering site to enhance our service levels to you, our valued client, and to help you reduce your time spent ordering your office supply requirements.

Most of the enhancements made over the past years have been from your input, so your feedback on this user manual or the actual on-line store is very important to us and very welcome. Should you have any questions or require help on using the site, please do not hesitate to email us on websupport@quickcorporate.com.au or phone on 1300 139 388.

All of our account managers are trained in the use and functionality of our on-line store, and are always available to help and advise you in different ways to access all of the great features of the on-line system. All of our new features have been designed to save you time and thus reduce your overall cost in procuring your office supplies.

Page 2	**Index**
Page 3	**Logging–In User Name Password**
Page 4	**Catalogue Lists & Product Groups**
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Page 6	**Shopping Trolley**
Page 7	**Multiple Shopping Trolleys**
Page 8	**Searching by Keyword**
Page 9	**Searching by Product Code**
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Page 12	**Special Requests**
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Page 14	**Quick Order Form**
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Page 16	**Your Account “Your History”**

Step 1

To log into the Quick Corporate On-Line store you will need to open your internet web browser and enter the web address: **www.quickcorporate.com.au**
This will take you to the Quick Corporate Australia Pty Ltd homepage.

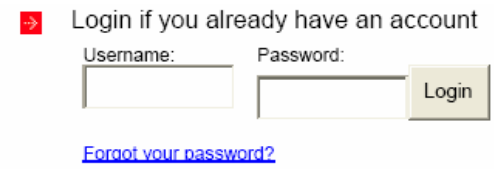
Step 2

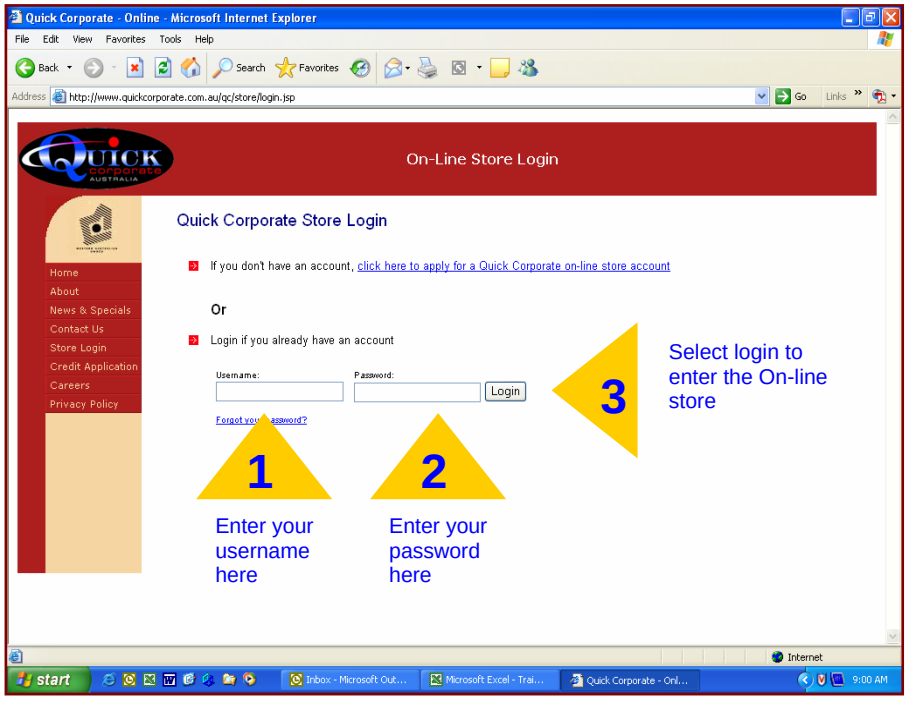
To enter the On-Line store please select Store Login from the left hand side menu. Then proceed to click your **"left"** mouse button

Home
About
Promotions & News
Contact Us
Store Login
Credit Application
Careers
Privacy policy

Step 2

Enter your **Username** and your **Password**. This will have been supplied to you from our Quick Corporate Web Support Team. Next, click on **Login** or press **<Enter>** . If you have forgotten your password, then click on :
Forgot your password?
and an e-mail will be sent back to you from Web Support with your Password.





Step 1

This is the first screen of the Online store and you can return to this screen at any time by selecting **Catalogue List**.
This screen gives the user a number of options, depending on your requirements. The next section will illustrate various ways you can search for products and information.

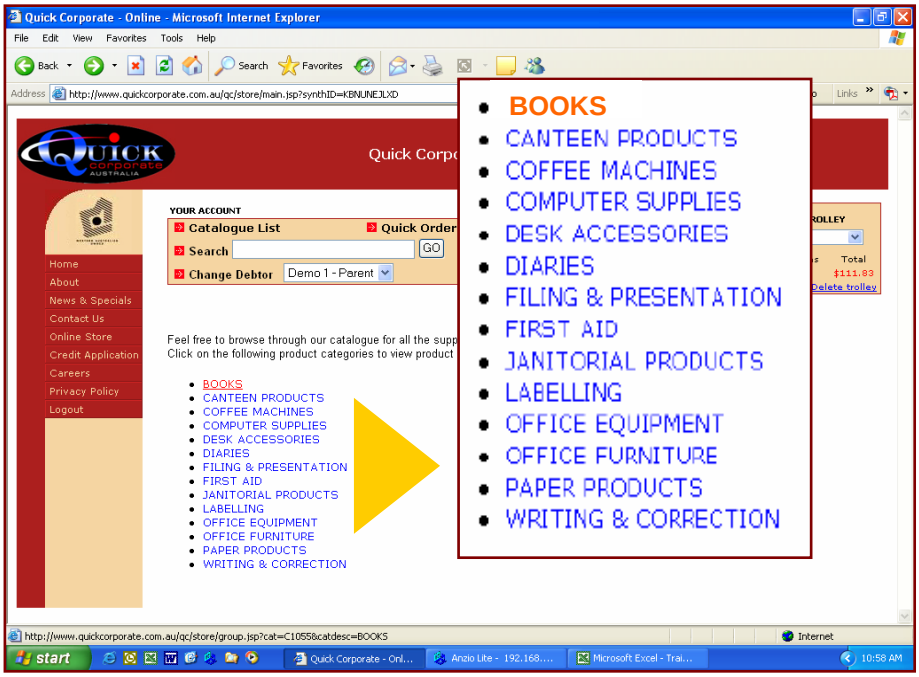
Catalogue List

Special Note:

Our **non-stocked** items will be flagged with the following icon. When the mouse is held over this icon, a note will appear **'Please note, this product is a non stock line & non returnable. Please choose carefully'.** To look for alternative products you may view all items within that group (search by name), or Customer Support can assist by phoning 1300 139 388.

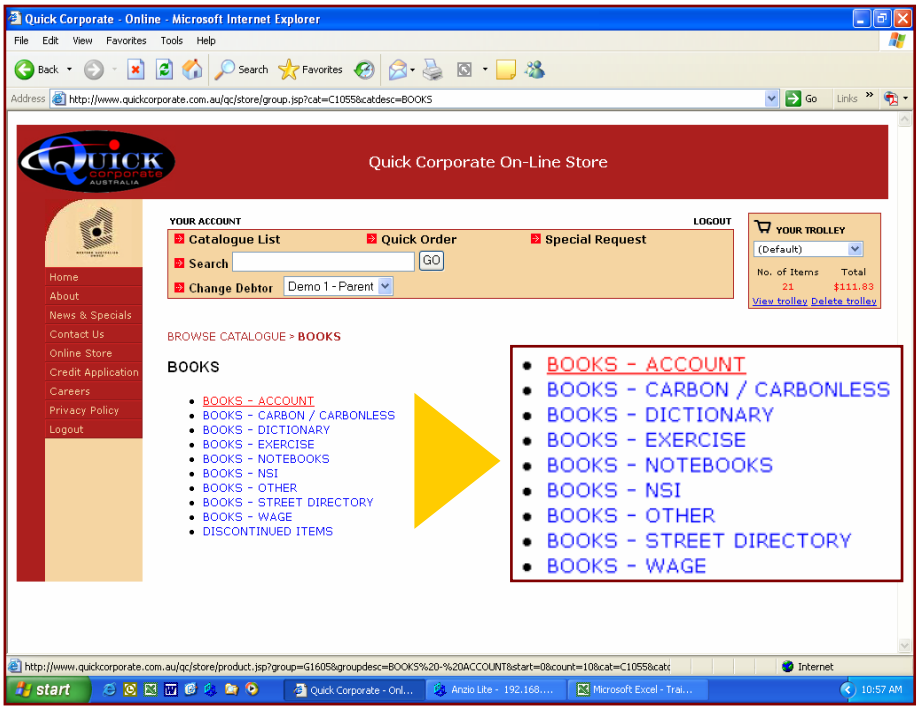
Step 2

Searching by : **Product Category** & **Product Group**
If you would like to browse through our range of products, we have segmented the various product categories. By moving the mouse cursor over a specific category it will become highlighted and, then clicking your 'left' mouse button while that category is listed, it will take you to the product group options in this category.



Step 3

Searching by : **Product Category** & **Product Group**
You now have available the Product Groups from your category selection.
To view the products within the Product Group, move your cursor over the specific group and it will become highlighted, and by then clicking your 'left' mouse button whilst inside that group as listed, you will then be taken to the product items in this group.

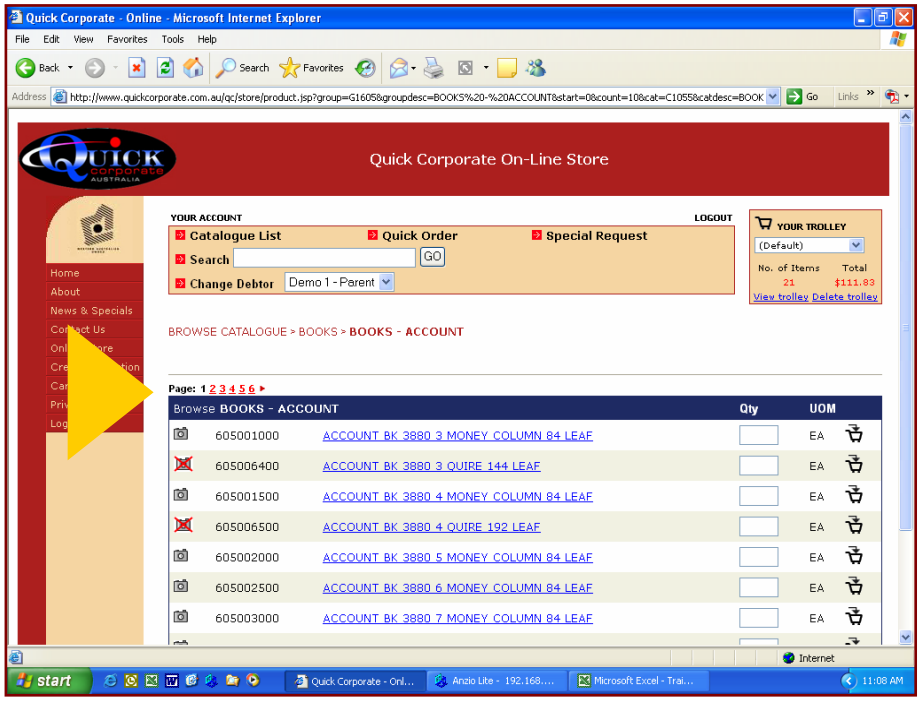


Catalogue List

Step 4

Searching by : **Product Category** & **Product Group**

This view now shows the stock items that make up this group. You can move backwards and forwards through these pages by selecting the page numbers at the top of the listing as this larger cut out shows below.

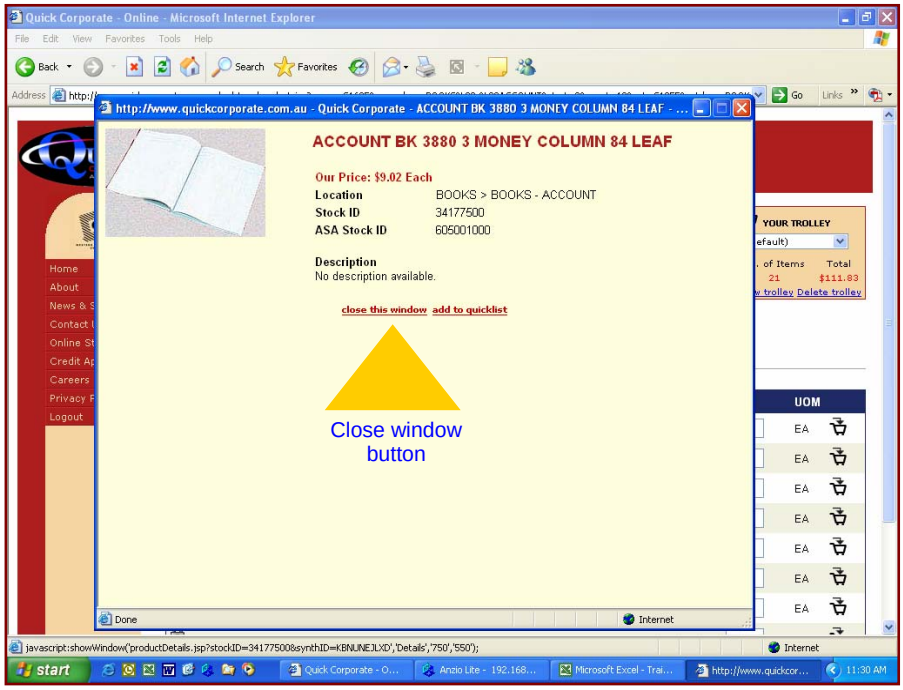

Quick Corporate - Online - Microsoft Internet Explorer
Quick Corporate On-Line Store
YOUR ACCOUNT
Catalogue List
Quick Order
Special Request
Search
GO
Change Debtor
Demo 1 - Parent
LOGOUT
YOUR TROLLEY
BROWSE CATALOGUE > BOOKS > BOOKS - ACCOUNT
Page: 1 2 3 4 5 6
Browse BOOKS - ACCOUNT
Qty
UOM
605001000 ACCOUNT BK 3880 3 MONEY COLUMN 84 LEAF EA
605006400 ACCOUNT BK 3880 3 QUIRE 144 LEAF EA
605001500 ACCOUNT BK 3880 4 MONEY COLUMN 84 LEAF EA
605006500 ACCOUNT BK 3880 4 QUIRE 192 LEAF EA
605002000 ACCOUNT BK 3880 5 MONEY COLUMN 84 LEAF EA
605002500 ACCOUNT BK 3880 6 MONEY COLUMN 84 LEAF EA
605003000 ACCOUNT BK 3880 7 MONEY COLUMN 84 LEAF EA

Step 5

Searching by : **Product Category** & **Product Group**

Select and click on the product you would like more information on and a picture will appear with any additional information, your purchase price and the unit of measure.

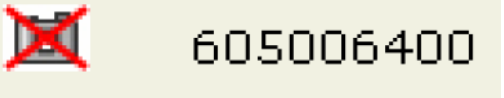
To close this window just click on the **"close window"** button.

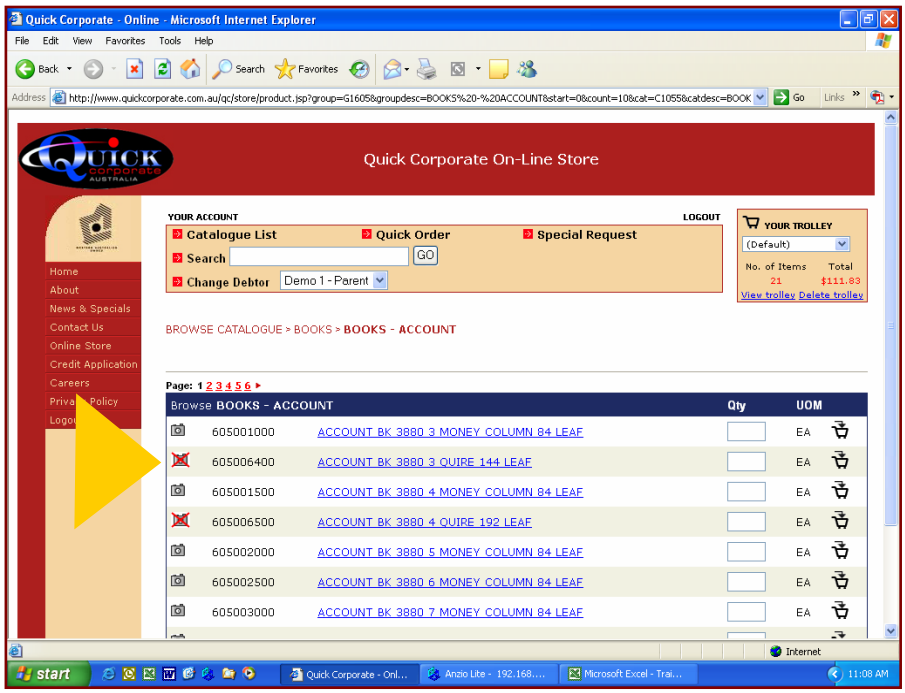

Quick Corporate - Online - Microsoft Internet Explorer
http://www.quickcorporate.com.au - Quick Corporate - ACCOUNT BK 3880 3 MONEY COLUMN 84 LEAF - ...
ACCOUNT BK 3880 3 MONEY COLUMN 84 LEAF
Our Price: $9.02 Each
Location BOOKS > BOOKS - ACCOUNT
Stock ID 34177500
ASA Stock ID 605001000
Description
No description available.
close this window
add to quicklist
Close window button

Step 6

Searching by : **Product Category** & **Product Group**

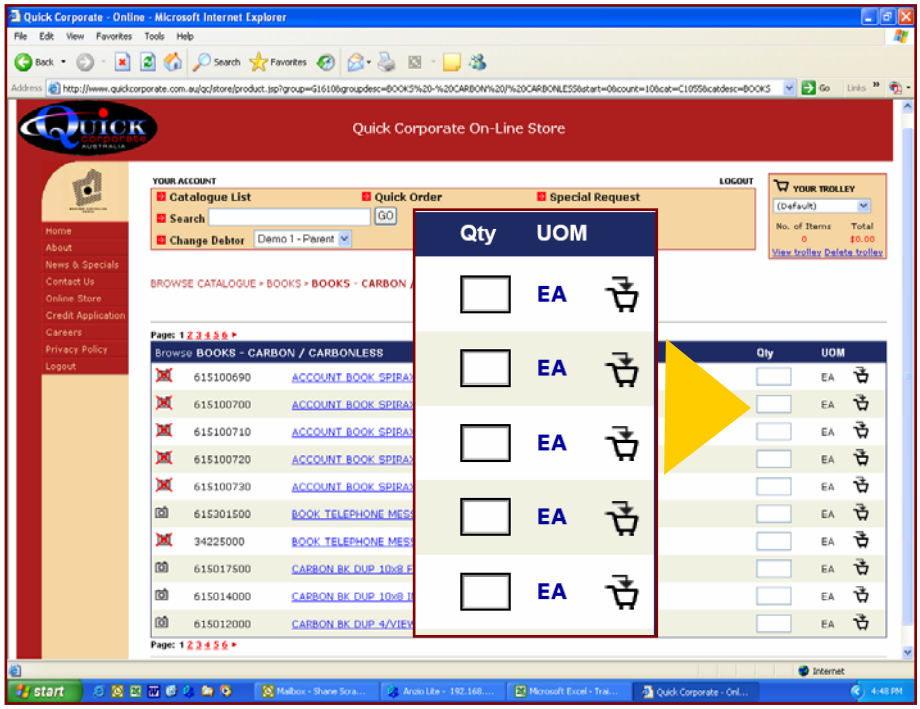
Note - A red cross through the camera icon denotes that there is currently no picture available for this product and when the icon is **"clicked"** the window will be displayed with all other relevant information without a picture.




Quick Corporate - Online - Microsoft Internet Explorer
Quick Corporate On-Line Store
YOUR ACCOUNT
Catalogue List
Quick Order
Special Request
Search
GO
Change Debtor
Demo 1 - Parent
LOGOUT
YOUR TROLLEY
BROWSE CATALOGUE > BOOKS > BOOKS - ACCOUNT
Page: 1 2 3 4 5 6
Browse BOOKS - ACCOUNT
Qty
UOM
605001000 ACCOUNT BK 3880 3 MONEY COLUMN 84 LEAF EA
605006400 ACCOUNT BK 3880 3 QUIRE 144 LEAF EA
605001500 ACCOUNT BK 3880 4 MONEY COLUMN 84 LEAF EA
605006500 ACCOUNT BK 3880 4 QUIRE 192 LEAF EA
605002000 ACCOUNT BK 3880 5 MONEY COLUMN 84 LEAF EA
605002500 ACCOUNT BK 3880 6 MONEY COLUMN 84 LEAF EA
605003000 ACCOUNT BK 3880 7 MONEY COLUMN 84 LEAF EA

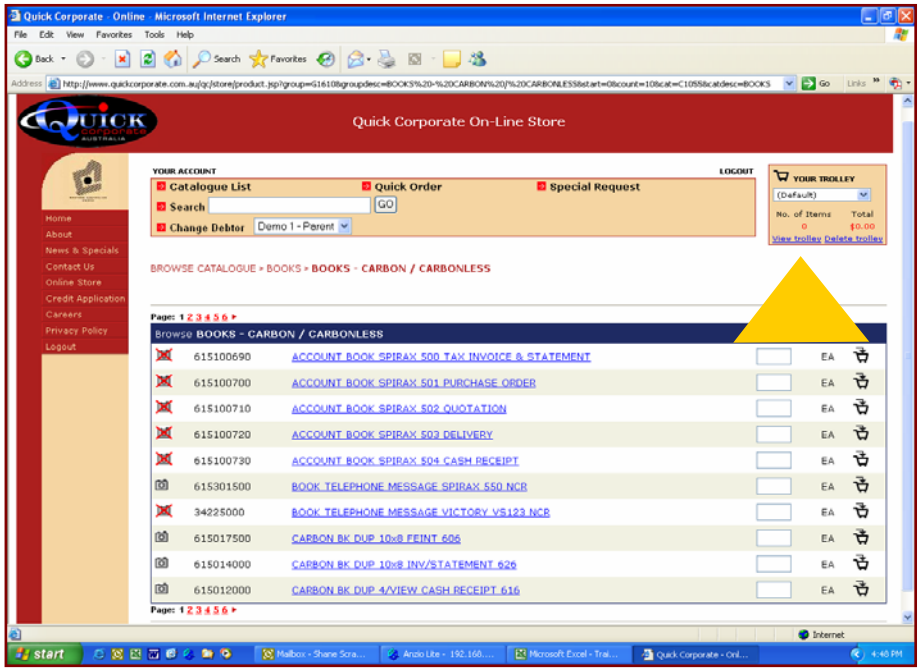
Step 1

To add an item to your shopping trolley, simply key in the quantity you would like to order in the **Qty** box and then select and click on the **"add to trolley"** icon. You may also select **<enter>** on your keyboard. You will now see that the "your trolley" dollar figure will have changed to show the number of items you have selected and the $ value.



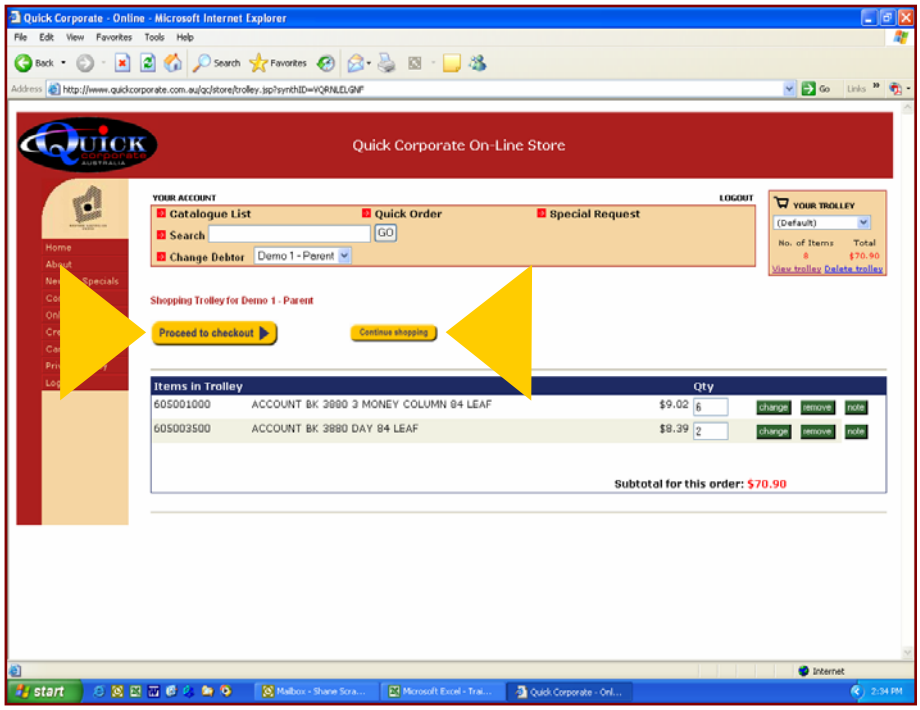
Step 2

At any time during your ordering process you may view your current trolley status by clicking on the **"view trolley"** items button located on the top right hand corner.



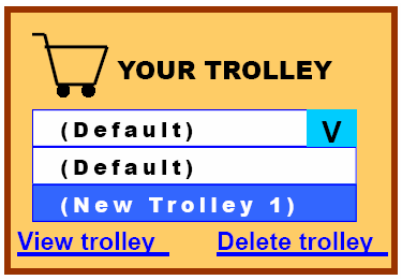
Step 3

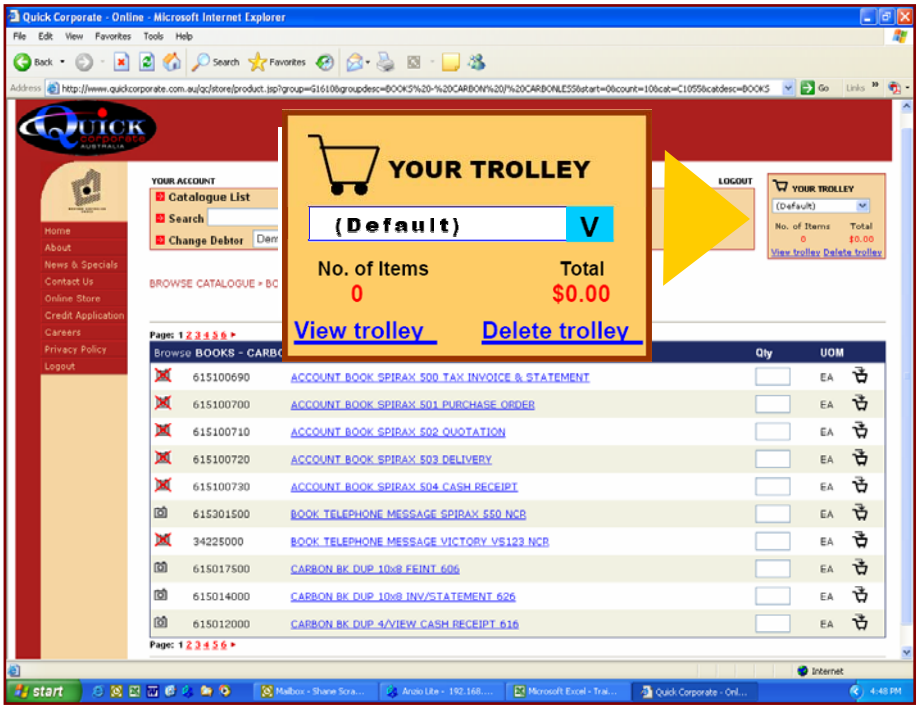
This view shows you what you have in your shopping trolley and contains the **"proceed to checkout"** symbol and the **"continue shopping"** symbol buttons.


Quick Corporate - Online - Microsoft Internet Explorer
Quick Corporate On-Line Store
Shopping Trolley for Demo 1 - Parent
Proceed to checkout
Continue shopping
Items in Trolley
Qty
Subtotal for this order: $70.90

Step 1

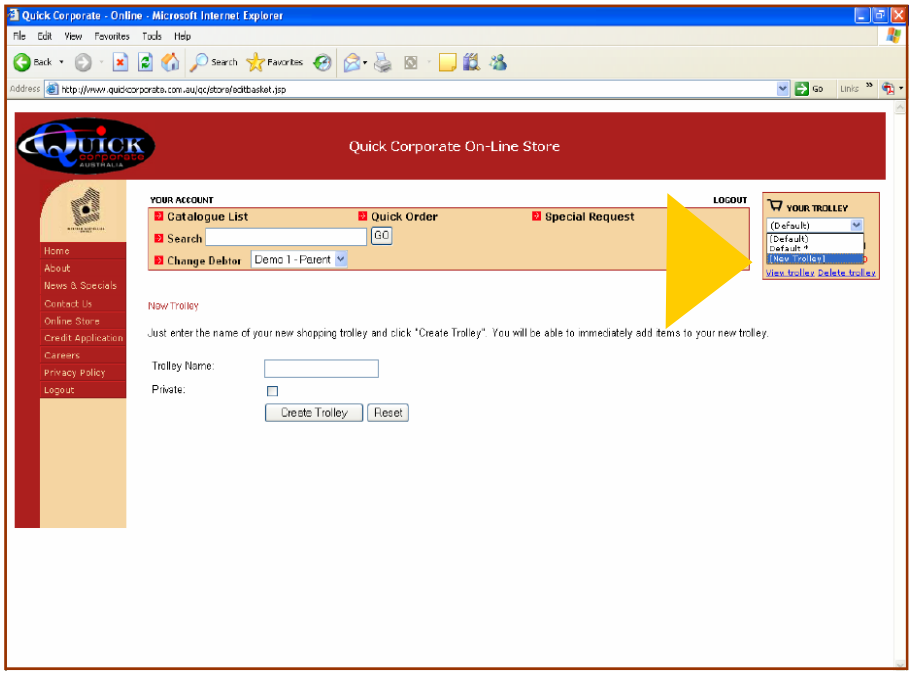
Another feature of the On-Line store is the ability for many people to use the same password and order using their own shopping trolley.
Shopping trolleys are available by clicking Into the "YOUR TROLLEY" screen.
Simply click on drop down bar where it reads **(Default)** and then click onto the word New Trolley 1.
You will then be presented with the "New Trolley" naming screen.





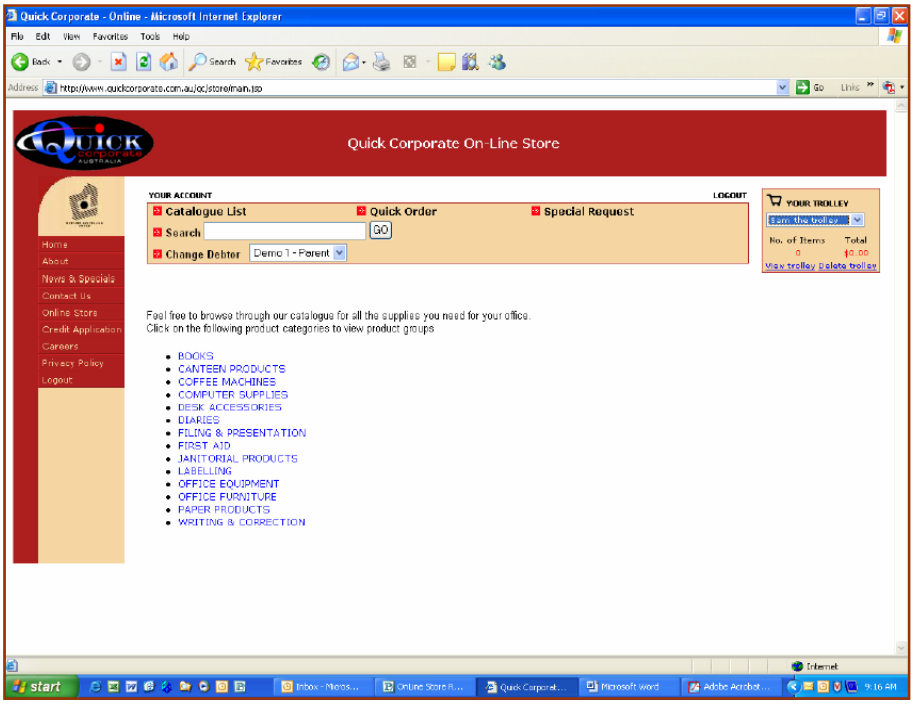
Step 2

When you have the "New Trolley" screen available, it is just a matter of giving the trolley a name.
Simply type into the Trolley Name box with a name and then click onto the 'Create Trolley' button.
We have just created a new trolley called **"Sam the trolley"**
You may now start ordering as normal using the new trolley **"Sam the trolley".**



Special Notes

- When you revisit the On-Line store you will have to re-click onto the **"Your Trolley"** bar so that the multiple trolley drop down menu is shown—this will show all named trolleys.
- To delete a trolley from the drop down trolley menu simply click on the Delete trolley button and the trolley will disappear from the menu.
- When you first log into the On-Line store the (Default) trolley will always appear first.
- Trolleys with goods in them will stay active until the order is either confirmed or the trolley is deleted.
- There is no limit to the amount of trolleys available.



Searching by "Keyword or Code"

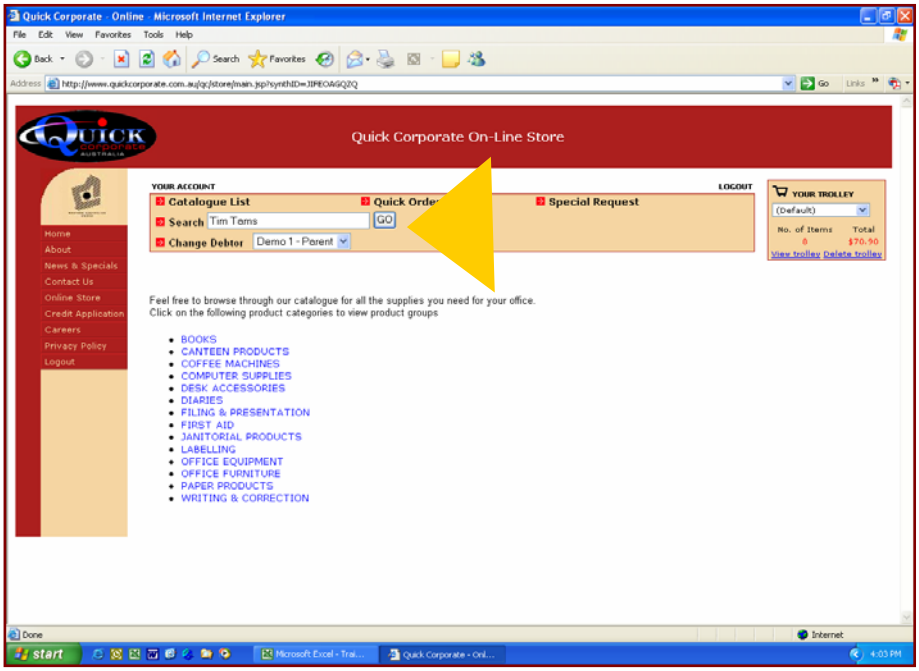
Step 1

The next section of this manual will explain how to search for a product by either **"Keyword"** or by the products **"code".**
Starting from the first screen after log-in (see page 3) you are able to search for a product by selecting the **search** entry section located on the top order bar.

We are searching for :**Tim Tams**

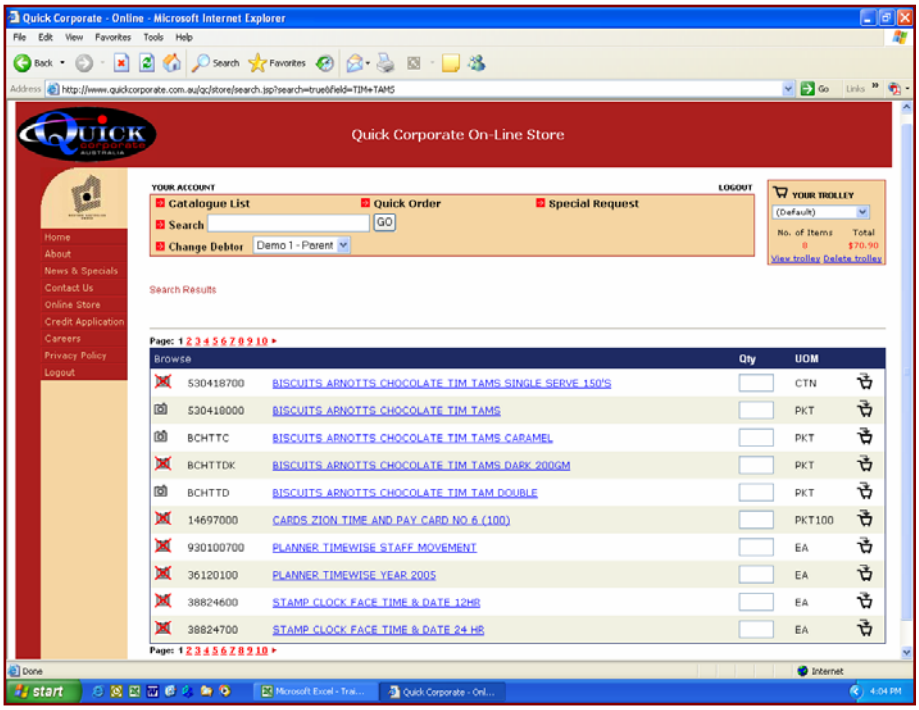
Step 2

To search for a product by its name or **"keyword"** type into the search entry section the product you wish to find and press the go button or **<enter>** on your keyboard.



Step 3

This screen shows your results from typing in your **"keyword"** which just happens to be **Tim Tams**.
The screen will list all relevant goods which contain the keyword **Tim Tams**.
You are now presented with the options of viewing the picture, scrolling through extra pages of product or entering the quantity you require.


Quick Corporate - Online - Microsoft Internet Explorer
Quick Corporate On-Line Store
YOUR ACCOUNT
LOGOUT
Catalogue List
Quick Order
Special Request
Search
GO
Change Debtor
Demo 1 - Parent
YOUR TROLLEY
(Default)
Search Results
Browse
Qty
UOM
530418700 BISCUITS ARNOTTS CHOCOLATE TIM TAMS SINGLE SERVE 150'S CTN
530418000 BISCUITS ARNOTTS CHOCOLATE TIM TAMS PKT
BCHTTC BISCUITS ARNOTTS CHOCOLATE TIM TAMS CARAMEL PKT
BCHTTDK BISCUITS ARNOTTS CHOCOLATE TIM TAMS DARK 200GM PKT
BCHTTD BISCUITS ARNOTTS CHOCOLATE TIM TAM DOUBLE PKT
14697000 CARDS ZION TIME AND PAY CARD NO 6 (100) PKT100
930100700 PLANNER TIMEWISE STAFF MOVEMENT EA
36120100 PLANNER TIMEWISE YEAR 2005 EA
38824600 STAMP CLOCK FACE TIME & DATE 12HR EA
38824700 STAMP CLOCK FACE TIME & DATE 24 HR EA

Searching by "Keyword or Code"

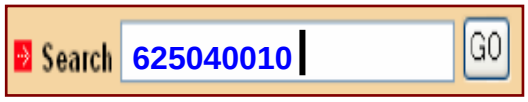
Step 1

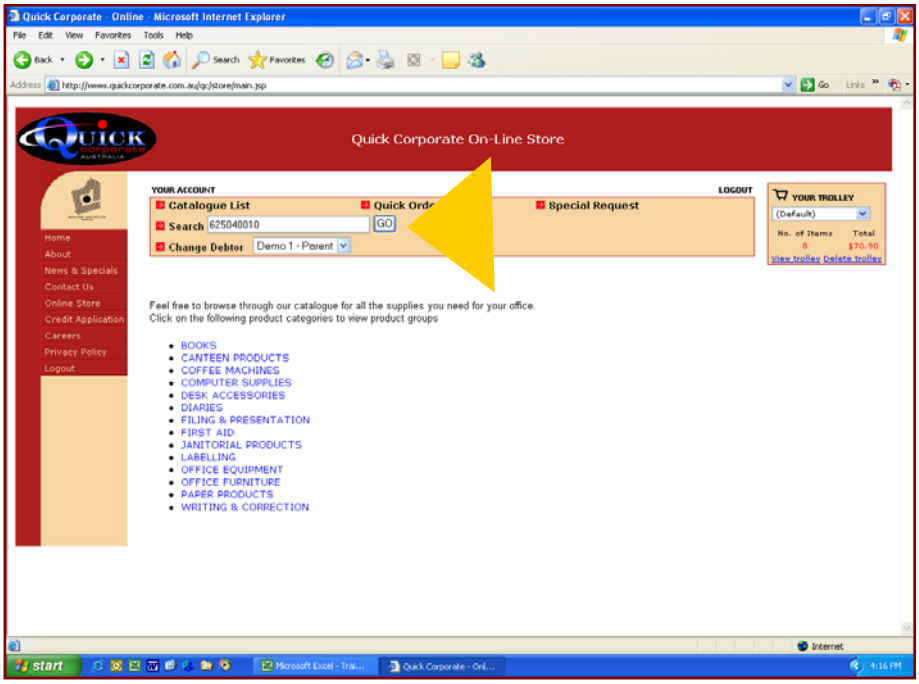
The next section of this manual will explain how to search for a product by either **"Keyword"** or by the products **"Code".** Starting from the first screen after log-in (see page 3) you are able to search for a product by selecting the search entry section located on the top order bar.

We are searching for : **Reflex** and know the code to be : **625040010**

Step 2

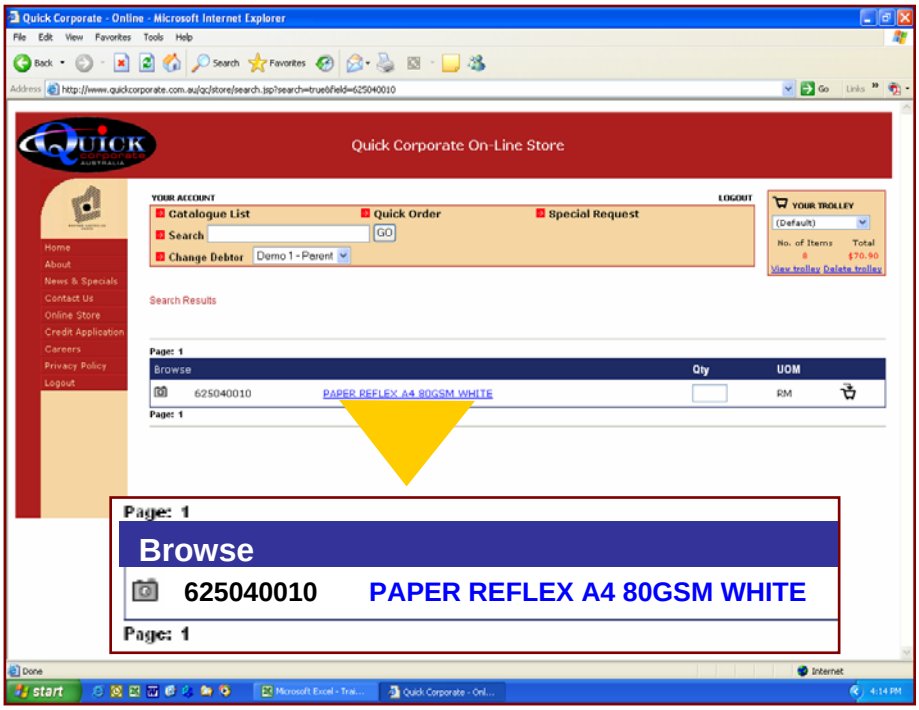
Type into the search entry section the code **625040010** which just happens to be the code for Reflex copier paper in A4 size and press the go button or **<enter>** on your keyboard.





Step 3

This screen shows your result from typing in your **"Code"** which just happens to be **625040010** for Reflex A4 Copier paper in white.
The screen will show only the product that the code entered will represent.
You are now presented with the options of viewing the picture or entering the quantity you require.

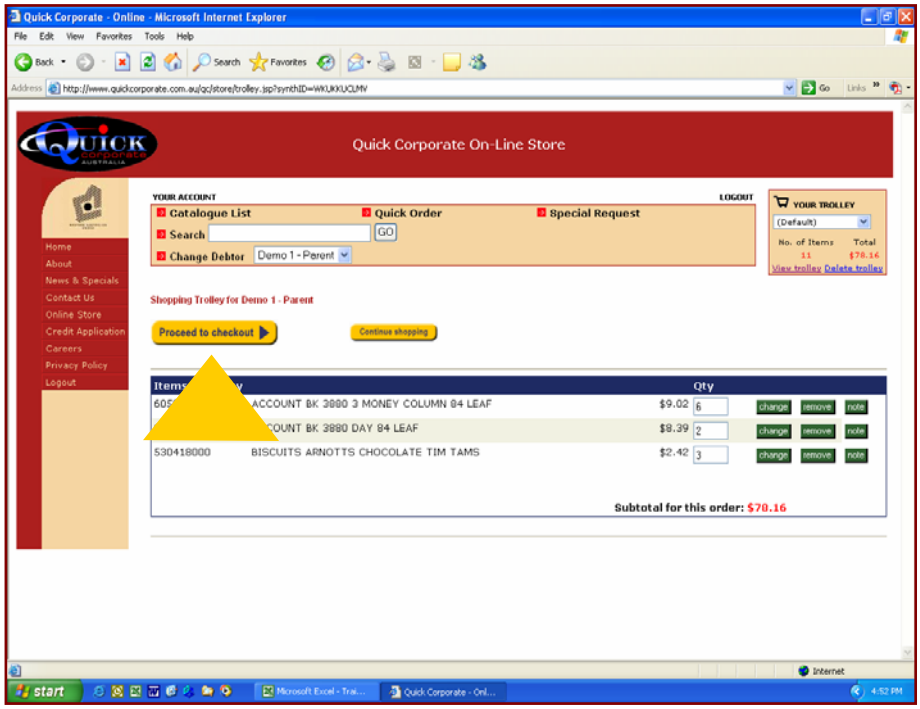


Proceeding to Checkout

Step 1

Your order is now complete and you have finished entering the products and quantities and are ready to proceed to the checkout area of the store.
To now confirm, view and send your order via the web, please select the **"Proceed to Checkout"** button and click your **"left"** mouse button.

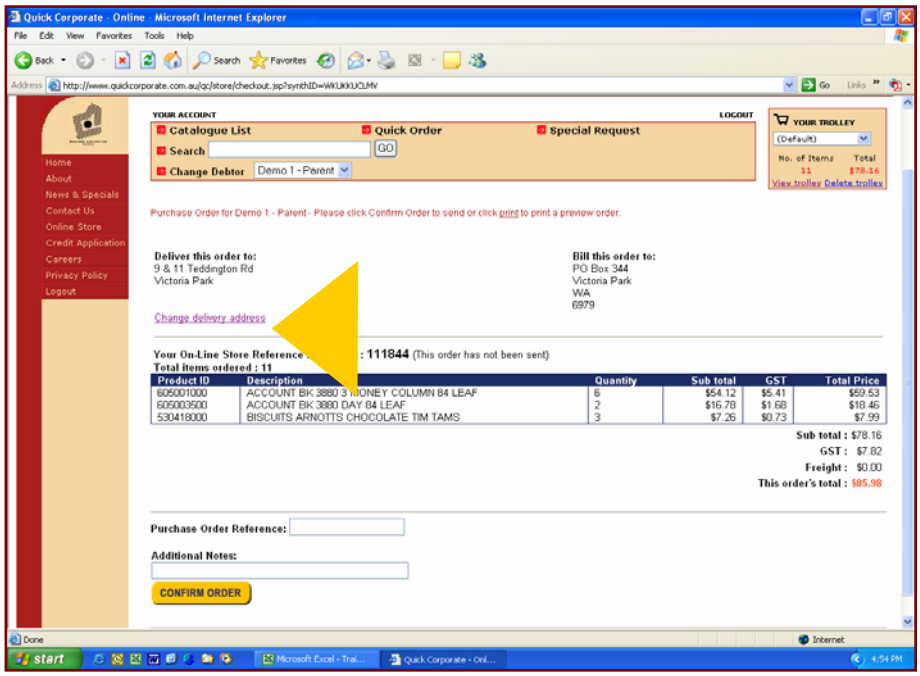
Proceed to checkout



Step 2

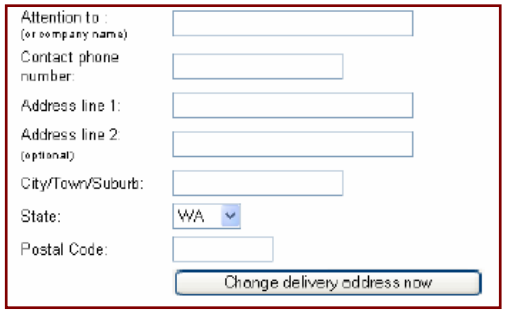
You can now view your order in its entirety, and make any additional changes you may have, such as changing your delivery address from your current default delivery address shown.
This is a handy option when you would like goods sent to a different delivery address such as a new office or a building site.
Please note that the changes are only for this order and will not be reflected again for any other orders made.
Lets change your delivery address now.
By using your mouse **"left"** click on the **"Change Delivery Address"** button.

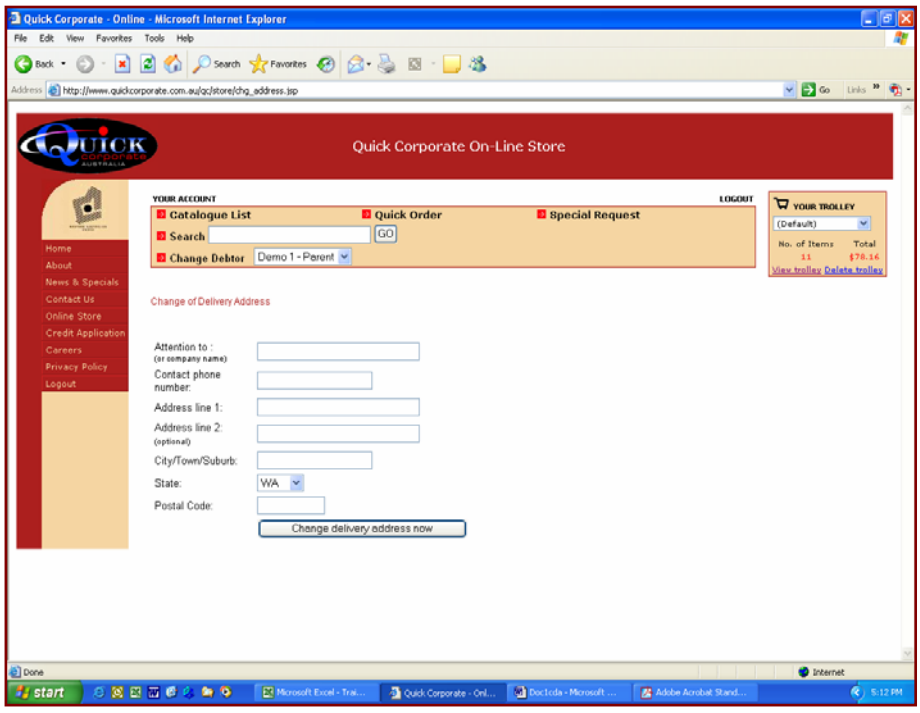
Change delivery Address



Step 3

After clicking your mouse button you will be presented with the **"Change of Delivery Address"** screen.
Simply enter the new delivery address details in the boxes shown and when finished, click on the **"Change delivery Address now"** button.
You will automatically be returned back to the goods invoice screen where you can view your delivery address changes.





Proceeding to Checkout

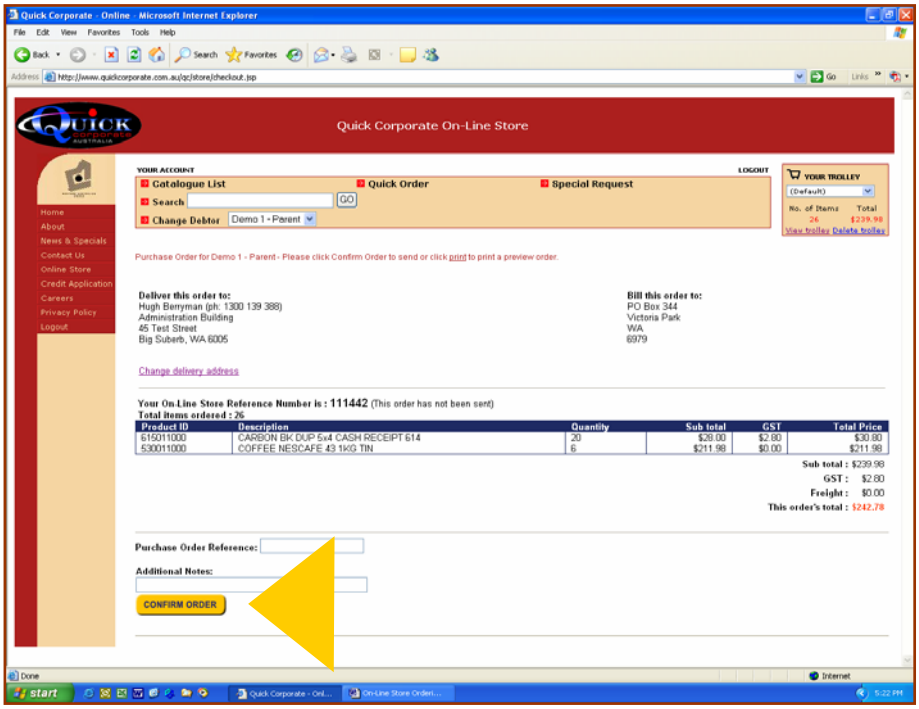
Step 4

Once you have changed the delivery address (if required) you have the option of entering in your **"Purchase Order Reference"** and any **"Additional Notes"** you may want to add.
Simply key in the information and when finished select the **"CONFIRM ORDER"** button to send the order through to Quick Corporate Australia for processing.

Purchase Order Reference

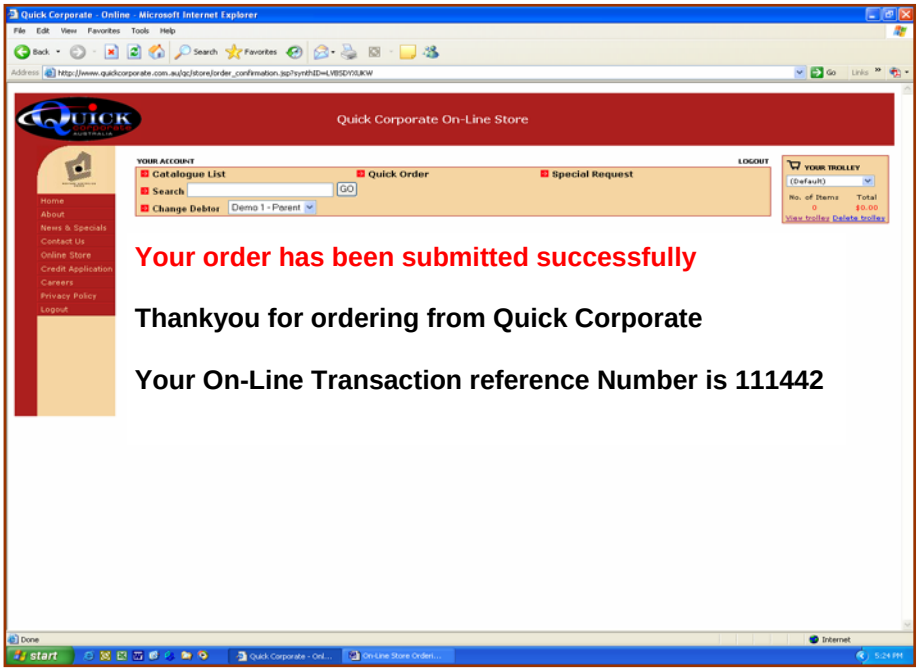
Additional Notes:

CONFIRM ORDER



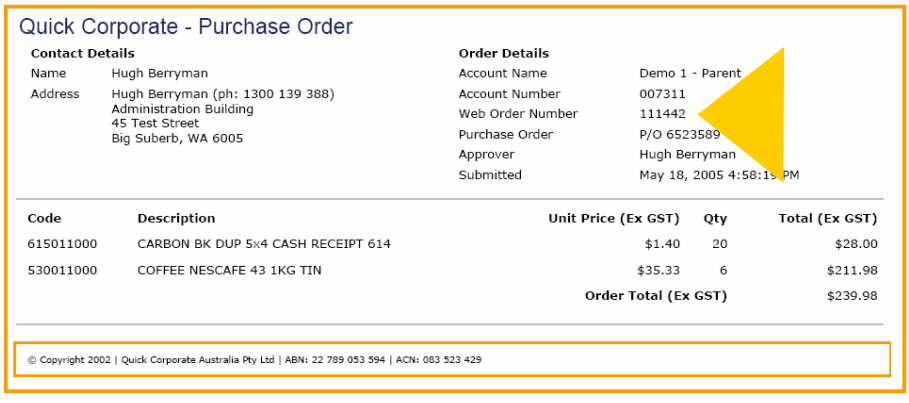
Step 5

Once you have confirmed your order, the following screen will appear with your On-Line Transaction reference number.
Please record this transaction number somewhere for future reference as it will not be available on your history until the goods are picked, packed and despatched to your office.
You may now continue browsing the store or you can continue to key in more orders.


Quick Corporate On-Line Store
Your order has been submitted successfully
Thankyou for ordering from Quick Corporate
Your On-Line Transaction reference Number is 111442

Step 6

Once you have confirmed your order and the order has been received by Quick Corporate Australia you will receive back to you, via e-mail, a confirmation of your order.
This confirmation will contain all relevant information of the order you have just placed On-Line.
Please check the details carefully.
If you have made a mistake or something may be missing that you believe you have keyed correctly, please call our web support team quoting the **web order number** on **1300 139 388**.


Quick Corporate - Purchase Order
Contact Details
Name Hugh Berryman
Address Hugh Berryman (ph: 1300 139 388)
Administration Building
45 Test Street
Big Suberb, WA 6005
Order Details
Account Name Demo 1 - Parent
Account Number 007311
Web Order Number 111442
Purchase Order P/O 6523589
Approver Hugh Berryman
Submitted May 18, 2005 4:58:19 PM
Code Description Unit Price (Ex GST) Qty Total (Ex GST)
615011000 CARBON BK DUP 5x4 CASH RECEIPT 614 $1.40 20 $28.00
530011000 COFFEE NESCAFE 43 1KG TIN $35.33 6 $211.98
Order Total (Ex GST) $239.98
© Copyright 2002 | Quick Corporate Australia Pty Ltd | ABN: 22 789 053 594 | ACN: 083 523 429

Step 1

Through Quick Corporate On-Line store you are able to put through **"Special Requests"** for items that you cannot find on the store, are custom made, or are an unusual item that you may want us to source for you.
From anywhere in the site the Navigation bar appears simply as a **"Special Request"** button.
Once you have selected the "Special request" button, the "special request" screen will appear.

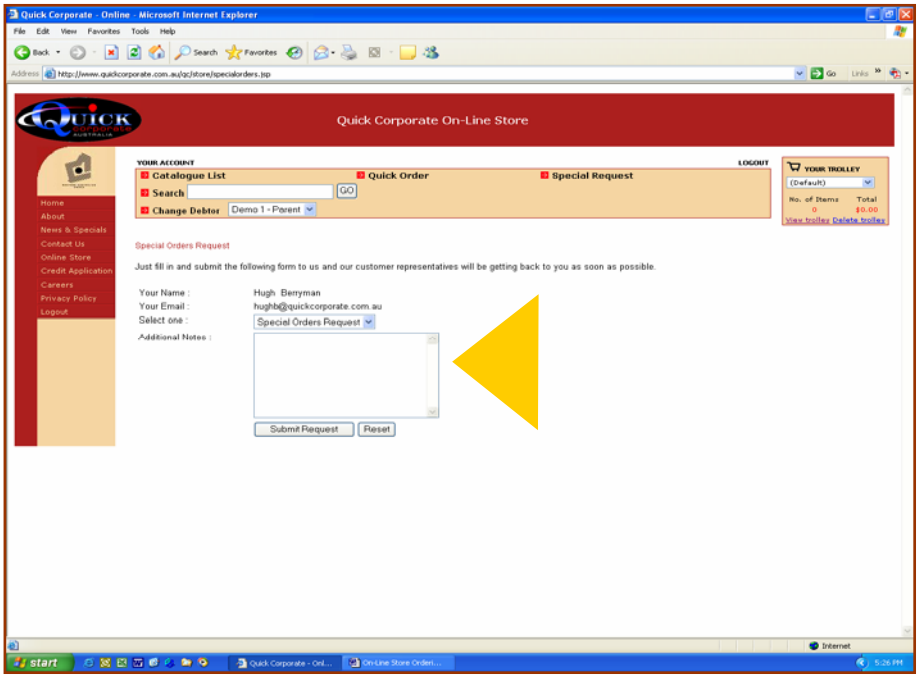
Special Request

Step 2

You are now presented with the special request and additional notes screen.
Please type into the text fields provided, your Name, e-mail address and then proceed to type your request into the field provided.
Once you have done this, you may then click onto the **"Submit request"** button which will forward the request to our support team here at Quick Corporate.
A response will be forthcoming.

Your Name:
Your Email:
Select one:

Additional Notes:



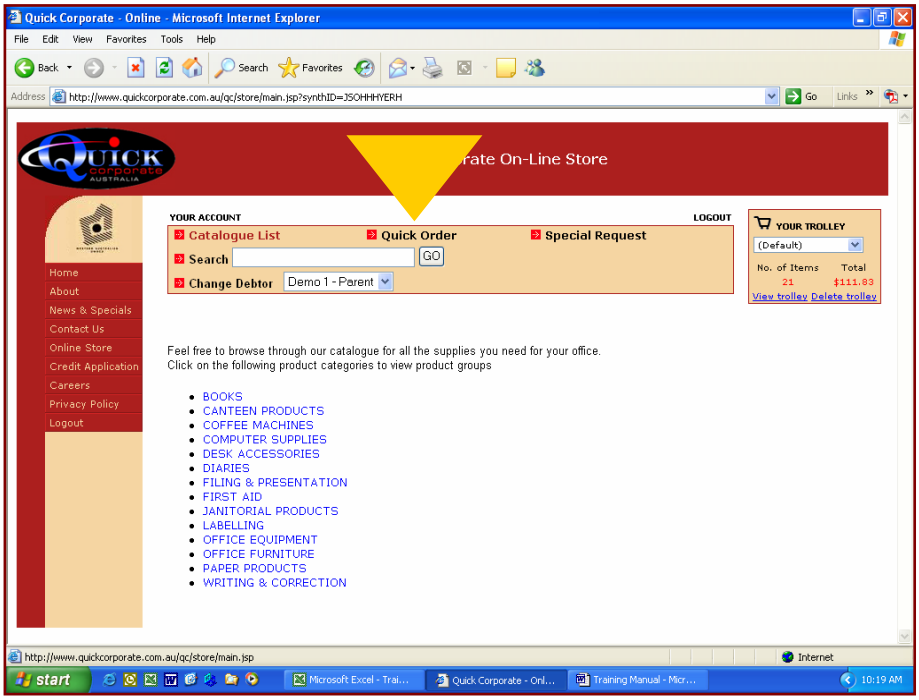
Special Notes

- You may want to send us your phone number as well if you would like us to respond verbally. This can be done by typing in your full name and phone number in the "Additional Notes" section.
- Please do not hesitate to ask us any questions, even if you think the question may be silly.
- This section is great for ordering more catalogues.
- You may ask for specific catalogues on furniture, coffee machines and printed stationery here.

Step 1

The **"Quick Order"** section of the On-Line store is the most user friendly and time saving function on the Quick Corporate site. This section allows the user to create and maintain their own **"Quick Order"** form on the website. Frequently ordered products can be added to the list and thus can be accessed and ordered quickly. Simply click onto the **"Quick Order"** button from the top navigation bar.

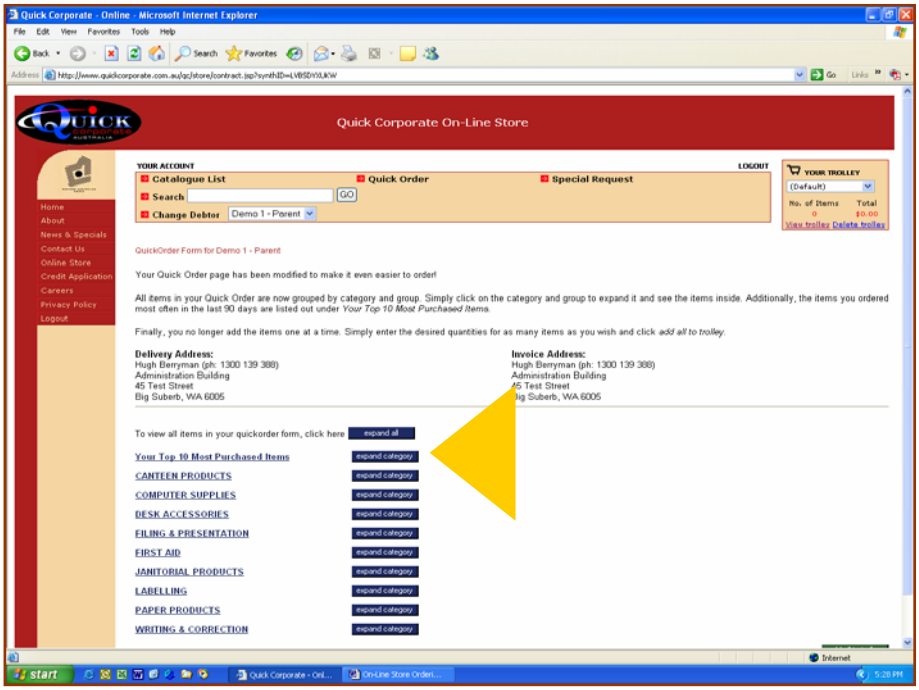
Quick Order



Step 2

You will be presented with the **"Quick Order"** screen which contains two distinctly different sections, the **"Top 10 List"** and the **"Categories"** of your Quick order form.

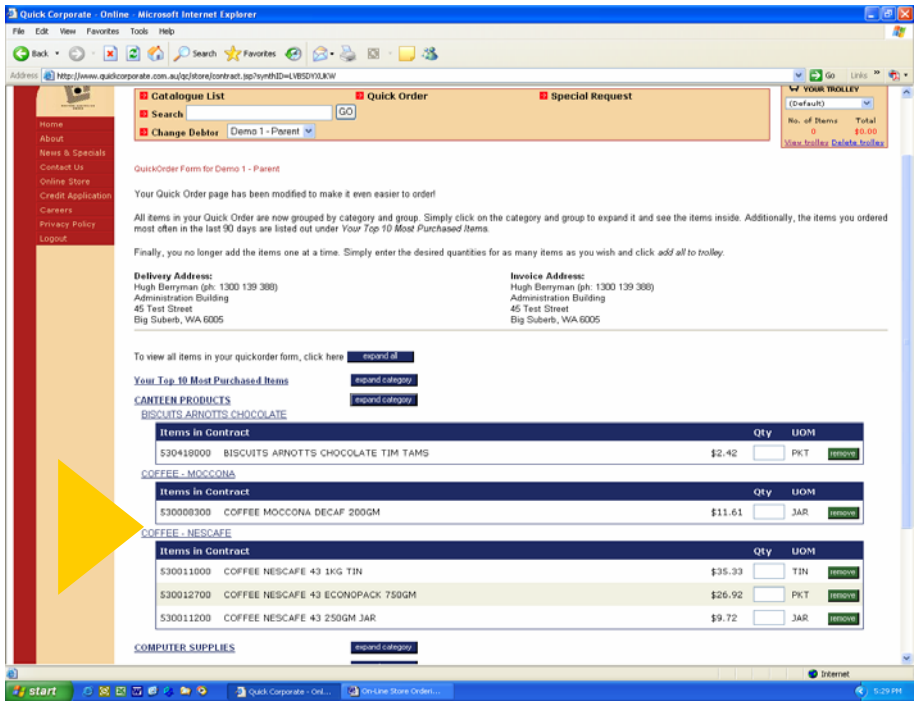
Your Top 10 Most Purchased Items **expand category**



Step 3

Top 10 List

If you click on the **"Expand Category"** button which is located next to :
Your top 10 most purchased items
you will be presented with the top 10 items you have purchased to date in one whole listing regardless of the items category listing.


Quick Corporate - Online - Microsoft Internet Explorer
Catalogue List
Quick Order
Special Request
Search
GO
Change Debtor
Demo 1 - Parent
Your Top 10 Most Purchased Items
CANTEEN PRODUCTS
BISCUITS ARNOTTS CHOCOLATE
Items in Contract
Qty
UOM
530418000 BISCUITS ARNOTTS CHOCOLATE TIM TAMS $2.42 PKT remove
COFFEE - MOCCONA
530008300 COFFEE MOCCONA DECAF 200GM $11.61 JAR remove
COFFEE - NESCAFE
530011000 COFFEE NESCAFE 43 1KG TIN $35.33 TIN remove
530012700 COFFEE NESCAFE 43 ECONOPACK 750GM $26.92 PKT remove
530011200 COFFEE NESCAFE 43 250GM JAR $9.72 JAR remove
COMPUTER SUPPLIES
expand category

Step 4

Categories

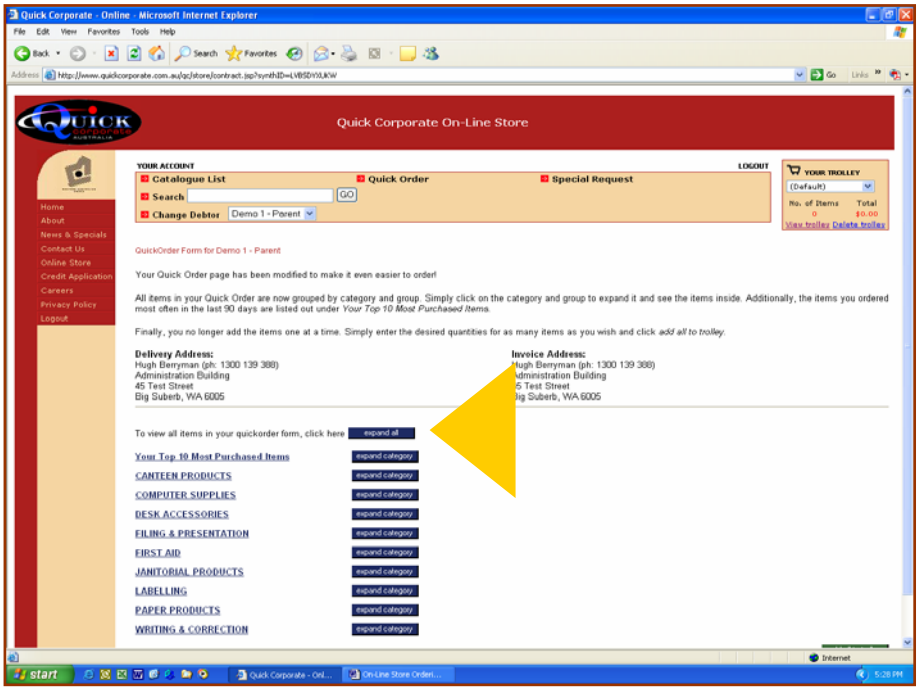
If you click on the **"Expand All"** button which is located next to :

To View all items in your quick order form. Click here

you will be presented with your quick order form broken into categories which relate to our catalogue's sections of products.

These categories are as follows:

BOOKS
CANTEEN PRODUCTS
COFFEE MACHINES
COMPUTER SUPPLIES
DESK ACCESSORIES
DIARIES
FILING AND PRESENTATION
FIRST AID
JANITORIAL PRODUCTS
LABELLING
OFFICE EQUIPMENT
OFFICE FURNITURE
PAPER PRODUCTS
WRITING & CORRECTION
PRINTING



Step 5

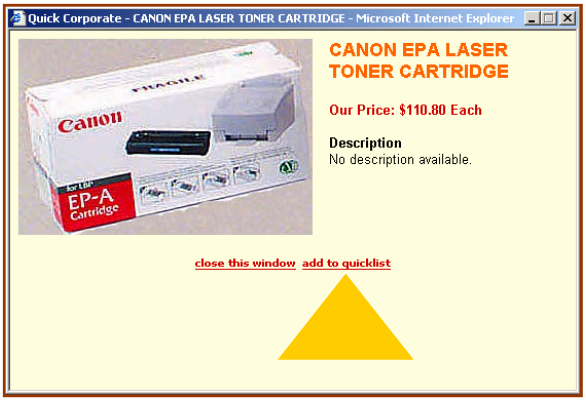
You are now presented with your **"Quick Order"** form expanded into its categories for easy access to products.

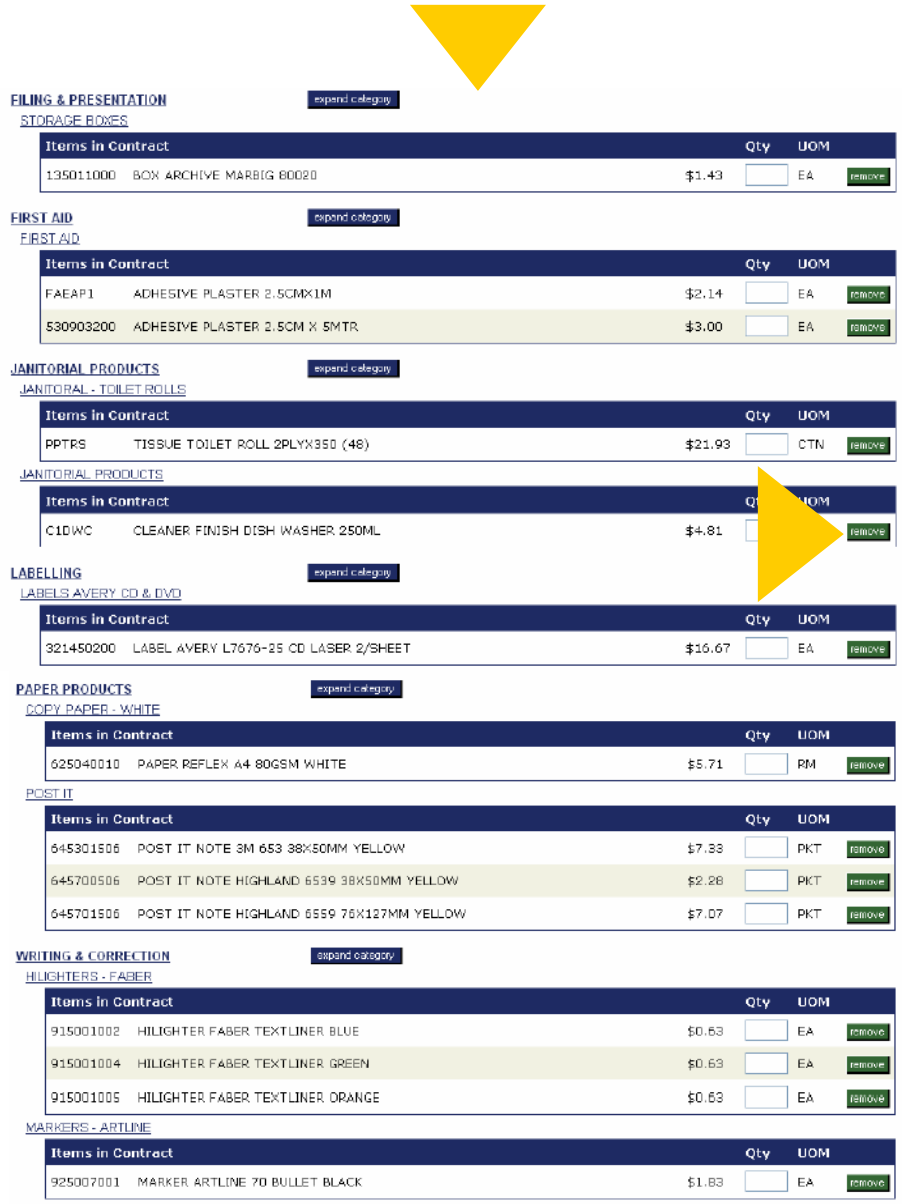
You may also click on the **"Expand Category"** button next to each category on its own. This will expand only that category selected and list all items for that individual category.

To remove a product from the Quick Order form simply click on the "remove button" next to the item you wish to remove.

remove

To add an item to your **"Quick Order"** form , simply select the **"add to Quick list"** option on the expanded description and picture window.


Quick Corporate - CANON EPA LASER TONER CARTRIDGE - Microsoft Internet Explorer
CANON EPA LASER TONER CARTRIDGE
Our Price: $110.80 Each
Description
No description available.
close this window
add to quicklist

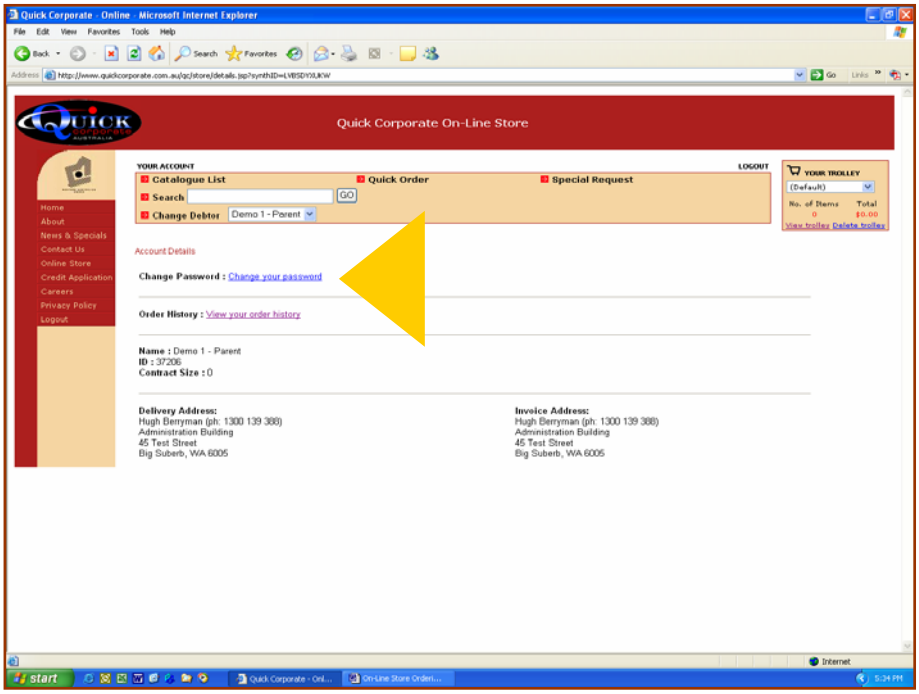

FILING & PRESENTATION
expand category
STORAGE BOXES
Items in Contract
Qty
UOM
135011000 BOX ARCHIVE MARBIG 80020 $1.43 EA remove
FIRST AID
expand category
FIRST AID
FAEAP1 ADHESIVE PLASTER 2.5CMX1M $2.14 EA remove
530903200 ADHESIVE PLASTER 2.5CM X 5MTR $3.00 EA remove
JANITORIAL PRODUCTS
expand category
JANITORAL - TOILET ROLLS
PPTRS TISSUE TOILET ROLL 2PLYX350 (48) $21.93 CTN remove
JANITORIAL PRODUCTS
C1DWC CLEANER FINISH DISH WASHER 250ML $4.81 remove
LABELLING
expand category
LABELS AVERY CD & DVD
321450200 LABEL AVERY L7676-25 CD LASER 2/SHEET $16.67 EA remove
PAPER PRODUCTS
expand category
COPY PAPER - WHITE
625040010 PAPER REFLEX A4 80GSM WHITE $5.71 RM remove
POST IT
645301506 POST IT NOTE 3M 653 38X50MM YELLOW $7.33 PKT remove
645700506 POST IT NOTE HIGHLAND 6539 38X50MM YELLOW $2.28 PKT remove
645701506 POST IT NOTE HIGHLAND 6559 76X127MM YELLOW $7.07 PKT remove
WRITING & CORRECTION
expand category
HILIGHTERS - FABER
915001002 HILIGHTER FABER TEXTLINER BLUE $0.63 EA remove
915001004 HILIGHTER FABER TEXTLINER GREEN $0.63 EA remove
915001005 HILIGHTER FABER TEXTLINER ORANGE $0.63 EA remove
MARKERS - ARTLINE
925007001 MARKER ARTLINE 70 BULLET BLACK $1.83 EA remove

Step 1

The **"Your Account"** section of the On-Line store is divided into two sections. Simply click onto the **"Your Account"** button above the top navigation bar and you will be presented with your accounts details.
These details are for **"Changing your Password"** and for viewing your past **"Order History"**.

Step 2

You will first view how you **"Change your Password"**.
Firstly click onto the :
Change your password button and this will take you to the screen to change your details.


Quick Corporate - Online - Microsoft Internet Explorer
Quick Corporate On-Line Store
Account Details
Change Password : Change your password
Order History : View your order history
Name : Demo 1 - Parent
ID : 37206
Contract Size : 0
Delivery Address:
Hugh Berryman (ph: 1300 139 388)
Administration Building
45 Test Street
Big Suberb, WA 6005
Invoice Address:
Hugh Berryman (ph: 1300 139 388)
Administration Building
45 Test Street
Big Suberb, WA 6005

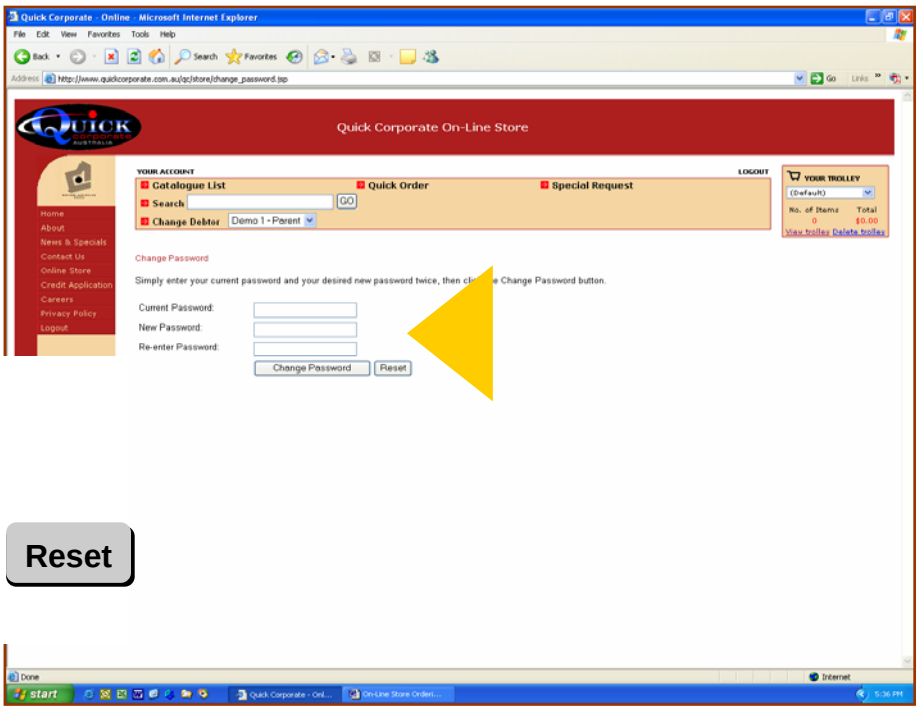
Account Details

Change Password : Change your password

Order history : View your order history

Step 3

To change your current password, please enter your current password in the first field followed by your new password in the second field.
To confirm this change re-enter your current password in the third field and click onto the **"Change Password"** button to confirm the change.
Your password has now been changed.



Current Password:

New Password:

Re-enter Password

Change Password **Reset**

Step 4

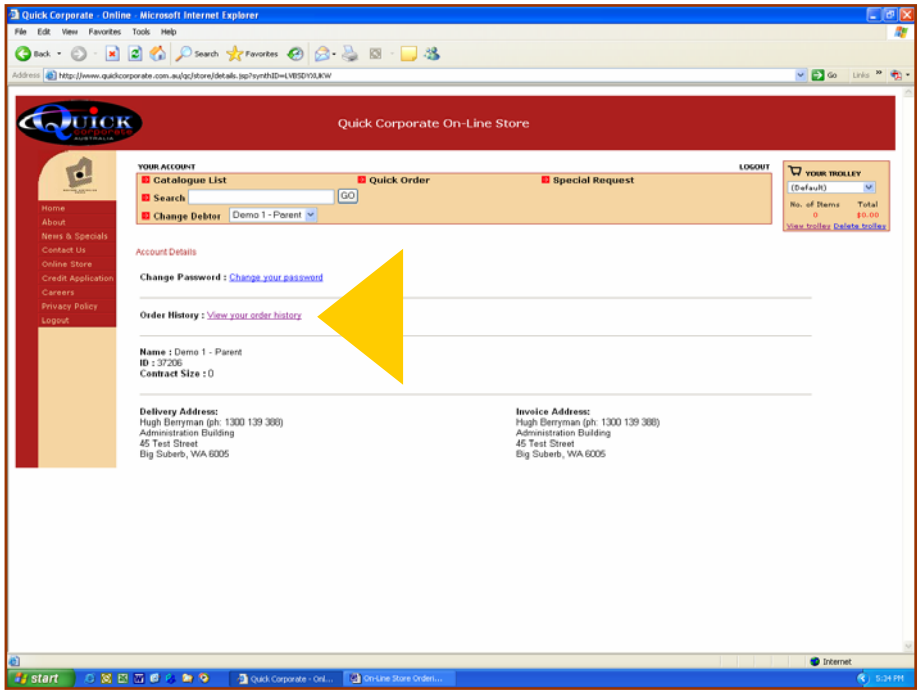
We will now view your **"Order History"**

Click onto the :
View your order history button and this will take you to the screen which will show you your last 10 orders placed over the web ordering system.

Account Details

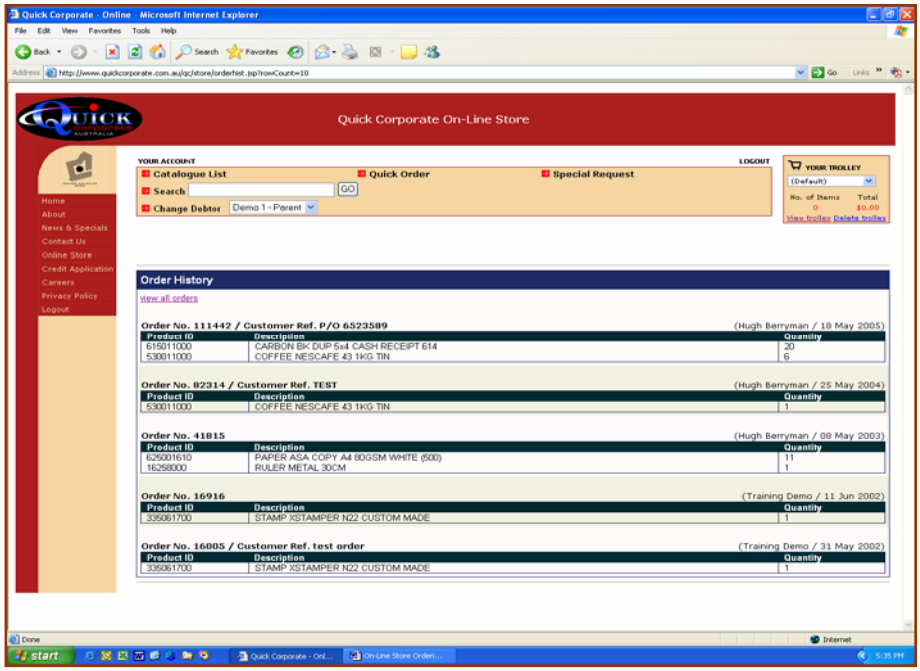
Change Password : Change your password

Order history : View your order history



Step 5

You are now presented with your history of your last 10 orders placed over the On-line store.
Your history will show the On-Line reference number, your purchase order number, the date the order was placed, the person responsible for placing this order, the product ID and expanded description, and the quantity.


Quick Corporate - Online - Microsoft Internet Explorer
Quick Corporate On-Line Store
Order History
view all orders
Order No. 111442 / Customer Ref. P/O 6523589 (Hugh Berryman / 18 May 2005)
Product ID | Description | Quantity
615011000 | CARBON BK DUP 5x4 CASH RECEIPT 614 | 20
530011000 | COFFEE NESCAFE 43 1KG TIN | 6
Order No. 82314 / Customer Ref. TEST (Hugh Berryman / 25 May 2004)
Product ID | Description | Quantity
530011000 | COFFEE NESCAFE 43 1KG TIN | 1
Order No. 41815 (Hugh Berryman / 08 May 2003)
Product ID | Description | Quantity
625001610 | PAPER ASA COPY A4 80GSM WHITE (500) | 11
16258000 | RULER METAL 30CM | 1
Order No. 16916 (Training Demo / 11 Jun 2002)
Product ID | Description | Quantity
335061700 | STAMP XSTAMPER N22 CUSTOM MADE | 1
Order No. 16005 / Customer Ref. test order (Training Demo / 31 May 2002)
Product ID | Description | Quantity
335061700 | STAMP XSTAMPER N22 CUSTOM MADE | 1

Special Notes

- The history will only show the last 10 orders placed over the web thus the next order will supersede an order placed 10 orders ago.
- Orders placed verbally through our Quick Support section will not appear on this history screen.
- Orders placed via fax will not appear on this history screen.
- This "history" of orders placed is only for the account number the password is placed against and does not include any child or sub accounts.
- Dollar amounts for goods purchased will not show on this screen.

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